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4 December 1953

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

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1. []

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a. Mr. [] of the Office of Personnel is reviewing the personnel operating procedures at []. He will consult with this Office, after the review, concerning any suggested changes.

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b. Mrs. [] spent 3 December [] reviewing clerical problems. Mr. [] intend to visit the site during the week of 7 December.

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2. []

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a. Mr. [] has been assigned to the Near East Africa Division on a temporary basis.

b. This Office has been unable to place Mrs. [] due to the fact that no date for her arrival in Washington is available.

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3. []

[] was begun on 30 November 1953.

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4. []

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The weekly report of utilization [] facilities is attached.

B. ITEMS OF CURRENT INTEREST

1. OTR's Move to Alcott Hall

Reconstruction of Wing A, First Floor, Alcott Hall was unforeseeably delayed. 7 December 1953 has been established as the move date for OTR personnel from Wing 3, First Floor, I Building to Alcott Hall.

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25 YEAR RE-REVIEW

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C. NEW PROJECTS DURING WEEK

1. Allotment & Expenditure Control

Representatives of the Comptroller Office met with the AO/OTR and BFO/OTR to discuss the advisability of adopting the revised Allotment Control Record Procedure to OTR. The results of this conference will be presented to the Chief, Support Staff for consideration and decision.

D. ITEMS OF ADMINISTRATIVE INTEREST

1. Personnel Section

a. This office will request the preparation, in terms of the ceiling and new organization, of a new T/O for all major components.

b. The Personnel Section, OTR has drawn up plans for the establishment of a Professional Promotion Panel and a Clerical Promotion Panel. These plans will be presented to the DTR, and if approved will be implemented by this office.

2. Air-Conditioning of Alcott Hall

A formal memorandum from the Director of Training to the Chief, General Services Office has been prepared requesting early action on the completion of air conditioning in Wing A, First Floor, Alcott Hall.

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Administrative Officer, OTR

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Attachment: Report

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